

## **POLICE CADET**

(Competitive Class)

### **NATURE OF WORK**

This is a position of training in general police work following well-defined procedures and techniques. Employees in this class perform regular and routine assignments as instructed, and any independent action, initiative, or judgment may be utilized as experience is gained. All general and special assignments or instructions are received from a designated superior officer. Performance of work, methods, and results will be reviewed through reports, inspections, and discussions.

Police Cadet will not be allowed to carry weapons except under compelling and emergency situations.

Continued employment in this class is conditional and depends upon a satisfactory tenure of service. Upon reaching the age of 21 a cadet may be automatically allocated to the class of Police Officer provided he passes the police officer civil service entrance examination; such allocation to supersede any existing employment list.

### **ILLUSTRATIVE EXAMPLES OF WORK**

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

Sorts and files material alphabetically, numerically, chronologically, and by other pre-determined categories; looks up information and material in files; records information and notes final disposition;

Assists in escorting prisoners to and from court; insures that prisoners are properly guarded; supervises trustees washing cars and cleaning buildings;

Acts as clerk, answers telephone, receives, answers, or refers questions or complaints and records routine matters;

Acts as custodian of personal property and evidence being held for court presentation; maintains records of property, evidence, and automobiles held or impounded.

### **REQUIRED TRAINING AND EXPERIENCE**

Graduation from a standard high school or possession of a valid certificate of equivalency issued by a state department of education.

**NECESSARY SPECIAL REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must be no older than twenty-one (21) years of age.

Must possess a valid driver's license.

Before employment, must pass the Physical Preparedness Examination, designed to show good health, physical ability and fitness required for the position.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

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